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Services

CALIFORNIA AIR NATIONAL GUARD HONOR GUARD PROGRAM

This instruction establishes policy, lists responsibilities, and provides the framework for planning, training, and using honor guards at California Air National Guard installations. It applies to all California Air National Guard installations.

SUMMARY OF CHANGES

Revises format and updates references.

1. Purpose and Objective of the Program:

1.1. The purpose of this instruction is to encourage organizations to establish honor guard programs with uniform administration and participant proficiency at California Air National Guard installations.

1.2. The objective of the program is to provide well trained, highly professional honor guards to represent the California Air National Guard at military, civic and community events with an emphasis on discipline, appearance, and competence.

1.3. This instruction can be used by commanders on a discretionary basis to create an official honor guard function at California Air National Guard installations. The individual charged with the responsibility for the program by the commander serves as a liaison and information point between the agencies involved and coordinates the activities of the honor guard with respect to its participation in the following functions:

1.3.1. Honors and Ceremonies Accorded Distinguished Persons (AFI 36-2865).

1.3.2. Mortuary Affairs Program (AFI 34-501).

1.3.3. Change of Command Ceremonies (AFPAM 36-2203).

1.3.4. Official Air National Guard participation in programs, parades, celebrations, and like functions within the civilian community (see AFPD 35-2, Public Communication Programs).

1.3.5. Other activities judged appropriate by the Wing or Group Commander.

2. Administration of Base Honor Guards:

2.1. The Wing/Group Commander at each installation is responsible for determining if an honor guard is appropriate for their installations and enforcement of this regulation if an honor guard is established. The Commander determines the specific size of the honor guard and unit relative to the need, base location and population, and the frequency of military and civil protocol activities in the area.

2.2. The individual designated as the Honor Guard Commander is the official honor guard focal point at each installation and is responsible to the Wing/Group/Air Commander for administering and operating the base honor guard program.

2.3. The Chief of Security Police is responsible for storing and safeguarding honor guard weapons and blank ammunition when a dedicated facility is not available.

2.4. The Wing/Group Public Affairs Officer coordinates with civilian agencies that request use of an honor guard in civilian functions or ceremonies. He or she advises the Commander and the Honor Guard Commander on the feasibility and propriety of using the honor guard in off-base functions.

3. Manning Composition:

3.1. Honor guard member time spent in support of the program are not used to compute military time and availability factors, or to justify additional manpower requirements.

3.2. Members may be selected from all host base units, with volunteers given preference. Tenant unit participation in the honor guard and the use of these units should be included in host-tenant agreements. The agreement should specify that tenant units abide by the provisions of this regulation and any host base operating instructions. Volunteers from tenant units perform duties only with the concurrence of their unit commander.

4. Base Honor Guard Structure and Responsibilities:

4.1. Honor Guard Commander (HGC). The Wing or Group Commander will appoint an officer as HGC. The HGC is the focal point for honor guard activities between all base agencies and the honor guard. He or she is responsible for operating the program including projecting honor guard requirements in the base budget. He or she is also responsible for the decorum of the members and makes sure that members represent the finest traditions of the California Air National Guard in discipline, appearance, and competence.

4.2. Honor Guard Deputy Commander (HGDC). The HGDC is an alternate focal point when the HGC is unavailable. They also assist the HGC in carrying out his or her duties.

4.3. Honor Guard Noncommissioned Officer in Charge (HG NCOIC). The HGC will appoint an NCO with minimum grade of E-5 for HG NCOIC to assist the HGC, schedule training, control the honor guard equipment, and make sure that members are trained and available for honor guard duty.

4.4. Flight Commanders (FC). A FC is selected to head each flight. He or she must hold the minimum grade of E-5 and will assist the HG NCOIC with training, controlling equipment and insuring availability of members.

4.5. Equipment Custodians (EC). A EC is selected to account for equipment and insure adequate quality levels. He or she assists the HG NCOIC with maintaining equipment, ordering new equipment, accounting for equipment, and issuing honor guard equipment.

4.6. Honor Guard Members. Each member is expected to maintain high standards of attitude and appearance. Each member is responsible for uniform maintenance, training session attendance, drill proficiency, knowledge of traditional military formations, ceremonies, and protocol. Because of the high

degree of proficiency and training required for honor guard duty, members should commit themselves to participate in these duties for at least one year.

4.6.1. Color Guard. Each installation will have a minimum of one Color Guard comprised of four individuals. Color guard members are selected from honor guard members who have demonstrated superior proficiency.

4.6.2. Precision Drill Teams. The Wing/Group Commander may form a special drill team to perform on extraordinary occasions. Such teams are usually composed of honor guard members with superior skills in precision drill formations and who demonstrate exemplary decorum and bearing.

5. Honor Guard Uniforms: (See AFI 36-2903).

6. Acquisition and Handling of Equipment:

6.1. Honor guard equipment may be purchased with federal funds through base supply and is stored in the honor guard office. Necessary equipment not available through the base supply system may be purchased locally in accordance with standard local purchase procedures. Equipment authorizations for Honor Guards is contained in TA016, Part H. Authorized equipment for Honor Guard:

6.1.1. Flags: (Note: Use flags already available and on-hand at the installations.)

6.1.1.1. United States

6.1.1.2. California

6.1.1.3. Air Force

6.1.1.4. POW/MIA

6.1.1.5. Minute Man (NGB)

6.1.1.6. Organization

6.1.1.7. Team

6.1.2. M-1 Rifle

6.1.3. Sabres

6.1.4. Team Emblem

6.1.5. Team Mascot

6.1.6. Trumpet Banner

6.1.7. Team Guidon

6.2. Weapons and ammunition are controlled according to AFI 31-209. Weapons may be stored in the honor guard office if the office is designate a weapons storage area. Weapons specified as inert are authorized issue on an AF Form 1297. Storage cabinets and any secure room are suitable storage areas for inert weapons.

6.3. No live ammunition is used in any ceremony. Blank ammunition may be used for military funerals or as part of a drill team presentation.

7. Transportation of Honor Guard Members: Sufficient honor guard members should be trained and licensed to drive vehicles provided by the base transportation function for official honor guard activities. When special vehicles (such as buses, tractor-trailers, and so on) are required, drivers should be provided by vehicle operations.

8. Program Cost: All costs of providing honor guard for official ANG functions are borne by the organization to which the individuals are assigned.

8.1. Reimbursement responsibility for operation in support of semiofficial or unofficial civil celebrations, ceremonies, or like functions must be judged and handled on the merit and circumstances of each case. When appropriate, advise outside organizations with means available for reimbursement of services of the voluntary nature of honor guard membership, and ask them to provide travel/per diem funds, in accordance with Joint Travel Regulations. In some cases, it may be appropriate not only to request transportation but meal/banquet costs and other remuneration's in recognition of voluntary services rendered.

8.2. At the discretion of the Wing/Group Commander, requests from organizations without funds, or from charitable institutions will be honored after due consideration to both military/civic relationships and the expenses to be incurred by honor guard members. In no case will members of an honor guard be required to incur unreasonable expenses as a result of their position.

9. Recognition of Honor Guard Members: The time and efforts spent by members in the honor guard may be recognized by authorizing:

9.1. Special "Honor Guard" identification for display on honor guard member's automobiles.

9.2. Compensatory time for official directed honor guard details occurring during scheduled off-duty hours. Compensatory time is not given for honor guard details performed during regularly scheduled working hours.

9.3. Standard two line name tags with unit identification and "Honor Guard" inscribed thereon.

9.4. Exemption from mess check, base cleanup, security police augment, and similar roster type duties.

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